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8 May 1968

MEMORANDUM FOR: Director of Basic and Geographic Intelligence
THROUGH: Deputy Director of Basic and Geographic Intelligence
FROM: Chief, Map Library Division, BGI
SUBJECT: Handling Procedures for CD/X Produced Maps

It is proposed that the changes listed below be made in operating procedures for the storage, dissemination, and destruction of maps produced by CD/X and presently housed in Room 4-F-50. It is felt that these proposals will prove beneficial to personnel in both CD/X and MLD and will improve the over-all efficiency of map handling within OBG. These proposals have the concurrence of Ch/CD/BGI:

1. Stock copies of non-Codeword maps at classifications of Secret or lower will be housed in upright file cabinets in the MLD secure area in Room GH-19. Stock copies of all Top Secret and Codeword materials will be housed by CD/X in two safe drawers in Room 3-G-00.
2. Over-all maintenance of map stocks, including the filing of new items and the destruction of obsolete maps, will be done by MLD personnel. This includes both the files held in CD/X and those held in the Map Library.
3. The automatic distribution of newly published items and routine servicing of all map requests, with the exception of Codeword materials, which will be handled by CD/X, will be done by MLD personnel. (There are presently three persons receiving Codeword materials automatically.)
4. Room 4-F-50 will continue to be used as needed as a storage area of Special Center materials.

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